

# SUPPLY TEAM | MONDAY NIGHT

**Supply Team:** Two or more Election Officials.

## Arrange the Polling Location

- Review the Location Setup Diagram with the VLM.
-  The Polling Location must be set up exactly as it is depicted on the Location Setup Diagram. Rovers will be provided a copy of each Location Setup Diagram prior to the Monday Night Organizational Meeting. They will be visiting the Polling Locations to ensure they are set up correctly.
- Set up the Voter Check-In Table(s), Ballot Table(s), AutoMARK Table, and Voter Assistance Table as shown on the diagram.
- Remove the voting booths from the Transport Cart and assemble in the designated area shown on the diagram.

## Inventory the Blue Location Supply Bag

- Retrieve the Location Security Record from the **GREEN** Update Folder in the **GREEN** Supply Bag.
- Retrieve the **BLUE** Location Supply Bag from the Scanner Team. (located in one of the DS200 compartments)
- Record the Beginning Seal numbers from the plastic seal located on the **BLUE** Location Supply Bag in the Blue Supply Bag section of the Location Security Record.

Location Security Record   «Election_Date»			
«Poll_Name»			
Monday Night Recordings			
Green Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
<b>Blue Supply Bag</b>	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
Yellow Provisional Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)



LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277	
<b>Red Ballot Box with Memory Stick Bag attached (Alpha precinct)</b> <i>Located on the Transport Cart - verify correct precinct/polling location</i>	
<b>Grey Ballot Box (1 per additional precinct)</b> <i>Located on the Transport Cart - verify correct precinct/polling location</i>	
<b>Yellow Provisional Bag</b> <i>Located on the Transport Cart - verify correct polling location</i>	
<b>Blue Location Supply Bag</b> <i>Located on the Transport Cart (1 DS200 ballot compartment)</i>	

LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277	
<b>Blue Location Supply Bag (continued)</b> <i>Located on the Transport Cart - verify correct precinct/polling location</i>	
<b>Brown Expandable Folder</b>	
<b>Sign Kit Folder</b>	
<b>Primary Election Folder (Primary Election ONLY)</b>	
<b>Additional Items on the Transport Cart</b>	

- Break the side seal and open the **BLUE** Location Supply Bag.
- Open the **BLUE** Location Supply Bag and use the Location Supply Bag Checklist to inventory all items.

## Hang Location Signs, Maps, Sample Ballots and Issue Signs

- Remove the Sign Kit Folder from the **BLUE** Location Supply Bag. Post all signs throughout the Polling Location.
- Remove the **BROWN** Expandable Folder from the **BLUE** Location Supply Bag and retrieve the following items from inside:
  - Remove the Map and hang it on the wall near the Polling Location entrance.
  - Remove the Sample Ballots and hang them on the wall.
  - Remove the Issue Sign(s) (if applicable) and hang on the wall.
  - Remove the Write-in Candidate List (if applicable) and place on the Check-in Table(s).

## Disseminate Loose Items

- Remove the remaining items listed below from the **BLUE** Location Supply Bag.
- Arrange the following items on your Voter Check-In Table(s):
  - Red Secrecy Folders
  - 17-Year-Old Stamp (Primary Election Only)
  - Primary Election Folder (Primary Election Only)
- Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day:
  - Voting Stickers
  - Voter Surveys (Countywide Election Only)
  - Recruitment Postcards (Countywide Election Only)

## Inventory the Yellow Provisional Bag

- Record the Beginning Seal serial numbers from the plastic seal located on the **YELLOW** Provisional Bag in the Yellow Provisional Bag section of the Location Security Record.
- | Location Security Record   «Election_Date» |                |              |                                 |
|--|----------------|--------------|---------------------------------|
| «Poll_Name»                                |                |              |                                 |
| Monday Night Recordings                    |                |              |                                 |
| Green Bag                                  | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
| Blue Supply Bag                            | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
| <b>Yellow Provisional Bag</b>              | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
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- Break the seal and open the **YELLOW** Provisional Bag. Inventory the items in the bag and arrange them on the Voter Assistance Table. The **YELLOW** Provisional Bag will include:
    - Clear Provisional Precinct Pouches (1/precinct)
    - Completed Forms Envelope (Light Green)
    - Notice of Name Change (Form 10-L)
    - Provisional Ballot Notice (Form 12-H)
    - Provisional Voter Precinct Verification (Form 12-D)
    - Provisional Envelope Verification Overlay
    - Religious Objection Affidavit (Form 12-O)
    - QRG – Processing a Provisional Voter
    - VAT Sign & Stand
    - VAT Log & Pink Memo Sheets
    - Voter Registration Forms

## Seal the Bags

- Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the Blue Supply Bag section of the Location Security Record. Close and seal the **BLUE** Location Supply Bag.
- Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the Yellow Provisional Bag section of the Location Security Record. Close and seal the **YELLOW** Provisional Bag